

TEMPLATE¹ for creating an **Authorship Policy** for a team or collaborative project

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- Authorship policy for:** *Insert project name, team-name, or group of individuals who the policy will apply to. Insert names of all individuals who have contributed to drafting the policy.*
- Update Date:** *Insert date of most recent update to the policy*
- Goals for the policy:** *Describe the goals of the policy document. These could include a statement about providing general guidelines for a team or lab regarding authorship, providing a more specific authorship policy related to a particular team or lab product (e.g., manuscript, proposal), etc.*
- Guiding principles of authorship:** *This section should describe the principles or values that the group is trying uphold with the policy. There are many competing values that play into authorship and many factors to consider. Some examples might include: ensuring that only authors who have made significant intellectual contributions are included as authors (and what ‘significant’ might entail), open and transparent communication, professional development of early career team members, considering issues of power and status, and others.*
- General strategy for assigning authorship in multi-authors publications²:** *Describe the general steps (numbered) that individuals on the project or in the group should take to initiate a manuscript; expectations regarding communication with the project or team (how, when); expectations about working together, expectations about approval of final manuscript; how authorship order will be assigned; conflict resolution steps; etc.*
- Steps to drafting an author contribution paragraph:** *It is strongly recommended that an author-contribution paragraph is drafted for all manuscripts early in the writing process, that it is*

¹ This document is based on the authorship policy developed from the project **MSB: A macrosystems ecology framework for continental-scale prediction and understanding of lakes**, 2016-2021. PI's: P.A. Soranno, K.S. Cheruvelil, C. Gries, E.M. Hanks, N.R. Lottig, E.M. Schliep, E.H. Stanley, P.-N. Tan, T. Wagner, J. Zhou. https://lagoslakes.files.wordpress.com/2019/01/Cont-Limno-Policy-Authorship_DEC18.pdf

² This document is written with manuscripts or journal articles in mind. However, it may be helpful to use it for other scholarly efforts such as grant proposals.

revised throughout the writing process, and that it is published as part of the manuscript.

Description of the type of manuscripts that the group/project is expected to produce and whether there are any special circumstances related to article type:

It is helpful to discuss the variety of article types that are likely in advance and how authorship practices may differ depending on the article type (and discipline). Examples include: disciplinary research articles (for each discipline in the group); commentary/essay articles; review papers; data papers; papers in which graduate students are the lead author and which the paper is part of their thesis/dissertation; etc...

Strategy for file-sharing, data-sharing, and code-sharing during and after the manuscript:

It is advisable to talk about how the coauthors will share files, data, and code during the writing process and at publication stage before the writing begins. This discussion might include where the files will be stored, how they will be named, versioning systems, final repository location, etc...

Table that provides a list of possible author contributions for any manuscript:

It is recommended that you create a comprehensive list of the many ways that individuals can contribute to a manuscript. It is recommended that you include all possible contributions for as many different types of articles as you expect on your team. Contributions that you may want to consider include: (a) conception of idea; (b) outlining the manuscript; (c) data creation; compiling data; (d) writing code; (e) performing analyses; developing novel method; (f) critical results interpretation; (g) drafting figures and tables; (h) mentoring of a student; (i) procuring funds; etc. You may want to consult this website for further ideas: <https://casrai.org/credit/> or look at an existing authorship policy.

A statement that describes the degree of contributions from the above table that warrant authorship:

Although it is not always possible to decide who should be an author in advance, it should be decided whether a certain number of contributions or a level of importance of contributions are needed to warrant coauthorship.

For further information, please also see “Strategies for effective collaborative manuscript development in interdisciplinary science teams” by Oliver et al. in Ecosphere (2018)

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